

EXECUTIVE ASSISTANT TO THE CITY MANAGER AND CITY COUNCIL

DEFINITION

To perform highly confidential, administrative duties for the City Manager and City Council: and to perform various administrative tasks in the management of the City Manager's office.

EQUIPMENT, METHODS & GUIDELINES

Uses Federal, State and local laws, policies, procedures and practices; standard municipal accounting practices and financial record keeping; telephones, FAX machines, personal computer hardware and software, printer, calculator, copy machine, and various resource materials.

WORKING CONDITION

Inside work. Work requires the ability to work independently in the absence of supervision.

PHYSICAL DEMANDS

The work emphasizes speech, hearing and vision (including that color vision necessary for accurately interpreting visual displays), as well as ability to understand and carry out oral and written instruction. The work requires the ability to bend and reach, as well as the ability to operate a variety of business machines. It may require the ability to lift objects weighing up to thirty pounds such as ledgers, files, records, etc.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the City Manager.
Exercises direct supervision of assigned clerical staff.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

This class is distinguished from other secretarial classes due to its primary responsibility as personal assistant to the City Manager and City Council. The incumbent is expected to use judgement and discretion in its use of sensitive and confidential information. Responsible for the review and coordination of the City Council agenda which includes working closely with Mayor, City Manager, City Attorney, Department heads and secretaries to ensure timely preparation and

delivery of agenda packets twice each month.

Perform complete staff work for the City Manager and City Council; prepare or process communications to City employees, City Council, and individuals or entities outside the City; follow up on assigned responsibilities.

Research, compile information, determine appropriate course of action to resolve, and brief City Manager.

Receive and screen communications; prepare and compose reports, memoranda and correspondence for the City Manager and City Council; prioritize, channel, and facilitate communication from department heads, department secretaries, the City Clerk, and the City Attorney through the City Manager's office.

Schedule and coordinate meetings, appointments, and travel arrangements for the City Manager and City Council.

Interact with the public as intermediary for the City Manager; handle complaints and respond to questions.

Plan, organize and schedule office priorities.

Act in the capacity of Deputy City Clerk as requested; take minutes at City Council meetings, administer oaths of office and certify City documents.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

English usage, grammar, spelling, and punctuation.

Modern office methods, procedures, and equipment and business letter writing.

Organization, procedures, and operating details of a municipal government.

Record keeping principles and procedures.

Ability to:

Understand the organization and operation of the City and outside agencies as necessary to assume assigned responsibilities.

Communicate effectively, orally and in writing.

Work cooperatively with other departments, City officials, and outside agencies.

Interpret and apply administrative and Department policies, laws, and rules.

Type accurately from clear copy and take dictation or transcribe from a dictating machine at a speed necessary for adequate job performance.

Compose correspondence independently.

Compile and maintain complex and extensive records and files.

Analyze situations carefully and adopt effective courses of action.

Understand and carry out oral and written directions.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Five years of increasingly responsible secretarial and administrative support experience.

Education

Equivalent to completion of the twelfth grade supplemented by specialized secretarial courses.